

APPENDIX B

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LOCAL HEALTH DEPARTMENTS

The Local Health Departments are a valuable resource for providers. They have on their staff: community health nurses, health educators, immunization staff, and environmental health inspectors that can all provide needed information and support for early childhood providers. The following is a list of local health departments:

Bear River Health Department 655 East 1300 North Logan, Utah 84341 Phone: (435-)792-6500 Fax: (801) 435-792-6600	Summit County Public Health Department 85 North 50 East Coalville, Utah 84017 Phone: (435) 336-3222 Fax: (435) 336-3286
Central Utah Public Health Department 70 Westview Drive Richfield, Utah 84701 Phone: (435) 896-5451 Fax: (435) 896-4353	Tooele County Health Department 151 North Main Street Tooele, Utah 84074 Phone: (435) 843-2300 Fax: (435) 843-1892
Davis County Health Department Courthouse Annex 50 East State Street Farmington, Utah 84025-0618 Phone: (801) 451-3340 Fax: (801) 451-3242	Tri-County Health Department 147 East main Street Vernal, Utah 84078 Phone: (435) 781-5475 Fax: (435) 781-5475
Salt Lake Valley Health Department 2001 South State Street, #S-2500 Salt Lake City, Utah 84190-2150 Phone: (801) 468-2700 Fax: (801) 468-2718	Utah County Health Department 589 South State Street Provo, Utah 84606 Phone: (801) 370-8700 Fax: (801) 370-8790
Southeastern Utah District Health Department 28 South 100 East Price, Utah 84501 Phone: (435) 637-3671 Fax: (435) 637-1933	Wasatch County Health Department 55 South 500 East Heber, Utah 84032-2705 Phone: (801) 654-2700 Fax: (801) 654-2705
Southwest Utah Public Health Department 285 West Tabernacle St. George, Utah 84770 Phone: (435) 673-3528 Fax: (435) 628-6713	Weber-Morgan Health Department 2570 Grant Ave. Ogden, Utah 84401 Phone: (801) 399-8433 Fax: (801) 399-8306

LOCAL CHILD CARE RESOURCE AND REFERRAL AGENCIES

Bridgerland Region

Box Elder, Cache, & Rich Counties
Utah State University
Dept. Family & Human Development
Logan, Utah 84322-6510

Phone: (435) 797-1552 Fax: (435) 797-3944 Toll free: 1-800-670-1552

Northern Region

Weber, Morgan & Davis Counties
Weber State University
1301 University Circle
Ogden, Utah 84408-1301

Phone: (801) 626-7837 Fax: (801) 626-7668 Toll free: 1-888-970-0101

Metro Region

Salt Lake & Tooele Counties
Children's Service Society
124 South 400 East, #400
Salt Lake City, Utah 84114

Phone: (801) 537-1044 Fax: (801) 355-7453 Toll free: 1-800-839-7444

Mountainland Region

Utah, Wasatch, & Summit Counties
Utah Valley State College
800 West University Parkway
Orem, Utah 84058

Phone: (801) 863-8220 Fax: (801) 235-9546 Toll free: 1-800 952-8220

Western Region

Juab, Piute, Wayne, Millard, Sanpete, Sevier, Iron, Washington, Kane, Garfield, & Beaver
Counties

Five County Association of Governments
906 North 1400 West
St. George, Utah 84770

Phone: (435) 628-4843 Fax: (435) 893-8333 Toll free: 1-800 543-7527

Eastern Region

Daggett, Duchesne, Uintah, Carbon, Every, Grand, & San Juan Counties
College of Eastern Utah
421 East 400 North CBB120
Price, Utah 84501

Phone: (435) 637-4786 Fax: (435) 637-8548 Toll free: 1-888-637-4786

HOW TO CHOOSE ART SUPPLIES

Make sure that your art materials have this on the label, **“non-toxic”**, which means the item will not cause acute (immediate) poisoning. Supervise children closely during art projects for mouthing of paintbrushes, fingers, crayons, or other objects and materials. Some children are attracted to fruit-scented markers and may try to eat them. For more information contact Art Hazards Information Center; 6 Beekman Street, New York, NY 10038 Phone: 212-227-6231. The following is a list of art materials to avoid and alternatives to use.¹

AVOID	USE
Avoid powdered clay. It contains silica which is easily inhaled and harmful to the lungs.	Use wet clay that cannot be inhaled. If you make your own play dough, do not use excessive amounts of salt, it can be dangerous if large amounts are eaten
Avoid glazes, paints or finishes that contain lead	Use poster paints/water based products
Avoid paints that require solvents, such as turpentine, to clean brushes and materials	Use water-based paints, glues, etc.
Avoid commercial dyes or cold water dyes that contain chemical additives	Use natural dyes such as vegetables or onion skins
Avoid permanent makers that may contain toxic solvents	Use water-based markers
Avoid instant papier-mâché which may contain lead or asbestos	Use newspaper (printed with black ink only) and library paste or liquid starch
Avoid epoxy, instant glues, or other solvent-based glues	Use water-based white glue or library paste.
Avoid aerosol sprays	Use water-based materials/pumps sprays
Avoid powdered tempera paints	Use liquid tempera paint or any nontoxic paint.

¹A.S. Kendrick, R.Kaufman, K.P., Messenger, *Healthy Young Children a Manual for Programs* 1995.

TOXIC PLANTS

The following plants are considered toxic (poisonous and perhaps dangerous).

These plants contain a variety of poisons. They may cause symptoms such as a mild stomach ache, skin rash, or swelling of the mouth and throat. Some may cause more serious problems of the heart, kidneys or other organs. The poison center can give you information on these or other plants that may not be on the list. Many plants are not poisonous unless eaten in large amounts.

Anemone	Apricot-kernels	Arrowhead
Azaleas	Betel Nut Palm	Bittersweet
Boston Ivy	Buckeye	Buttercups
Caladium	Calla Lily	Castor Bean
Crocus, Autumn	Daffodil	Daphne
Delphinium	Devil's Ivy	Dieffenbachia (Dumb Cane)
Elderberry	Elephant's Ear	English Ivy
Four O'Clock	Foxglove	Holly Berries
Horsetail Milkweed	Hyacinth	Hydrangea
Iris	Jack-In-The-Pulpit	Jequirity Bean
Jerusalem Cherry	Jessamine (Jasmine)	Jimson Weed (Thorn Apple)
Jonquil	Lantana Camara (Red Sage)	Larkspur
Lily-Of-The-Valley	Lobelia	Marijuana
Mayapple	Mistletoe	Moonseed
Monkshood	Morning Glory	Mushroom
Narcissus	Nightshade	Oleander
Periwinkle	Peyote (Mescal)	Philodendron
Poison Hemlock	Poison Ivy	Poppy (CA poppy excepted)
Pokeweed	Potato-Sprouts	Primrose
Ranunculus	Rhododendron	Rhubarb-Blade
Rosary Pea	Star Of-Bethlehem	Sweet Pea
Tobacco	Tomato-Vines	Trumpet Tree
Water Hemlock	Wisteria	Yew

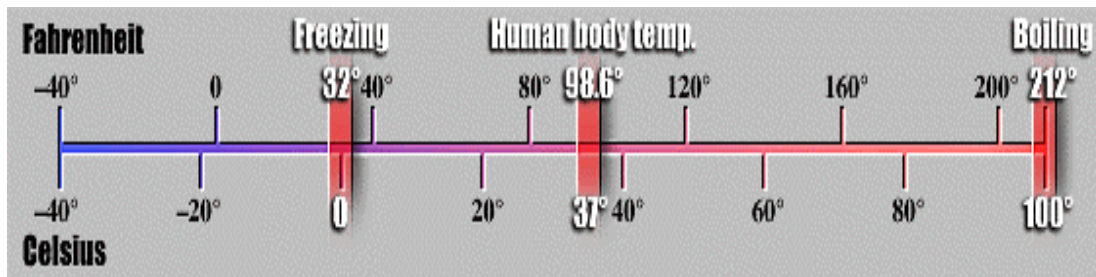
CONVERSION TABLES

Symbol	Known as...	Multiply by	To find...	Symbol
LENGTH				
in	inches	2.5	centimeters	cm
ft	feet	30	centimeters	cm
yd	yards	0.9	meters	m
mi	miles	1.6	kilometers	km
MASS (weight)				
oz	ounces	28	grams	g
lb	pounds	0.45	kilograms	kg
VOLUME				
tsp	teaspoons	5	milliliters	mL
Tbsp	tablespoons	15	milliliters	mL
fl oz	fluid ounces	30	milliliters	mL
c	cups	0.24	liters	L
pt	pints	0.47	liters	L
qt	quarts	0.95	liters	L
gal	gallons	3.8	liters	L

CONVERTING FAHRENHEIT TO CELSIUS

To convert °F to °C
(Fahrenheit to Celsius)
subtract 32,
multiply by 5
and then divide by 9.

To convert °C to °F
(Celsius to Fahrenheit)
multiply by 9,
divide by 5 and
then add 32.



Food Storage Chart

This chart has information about keeping foods safely in the refrigerator or freezer. It does not include foods that can be stored safely in the cupboard or on the shelves where quality may be more of an issue than safety².

<u>Food</u>	<u>In Refrigerator</u>	<u>In Freezer</u>
Eggs		
Fresh in shell	3 weeks	Don't freeze
Raw yolks, whites	2-4 days	1 year
Hard cooked	1 week	Don't freeze
Liquid pasteurized eggs or egg substitute opened	3 days	Don't freeze
Unopened	10 days	1 year
Mayonnaise		
Commercial, refrigerate after opening	2 months	Don't freeze
TV Dinners, Frozen Casseroles		
Commercial, refrigerate after opening	3-4 months	Expiration date
Deli and Vacuum-Packed Products		
Store-prepared or homemade egg, chicken, tuna, ham, macaroni salads	3-4 days	Don't freeze
Pre-stuffed pork and lamb chops, stuffed chicken breasts	1 day	Don't freeze
Store-cooked convenience meals	1-2 days	Don't freeze
Commercial brand vacuum-packed dinners with USDA seal	2 weeks, unopened	Don't freeze
Hamburger, Ground, and Stew Meats		
Hamburger and stew meats	1-2 days	3-4 months
Ground turkey, chicken, veal, pork, lamb and mixtures of these	1-2 days	3-4 months
Hot-dogs and Lunch Meats		
Hot dogs, opened package unopened	1 week 2 weeks	Expiration date 1-2 months
Lunch meats, opened unopened	3-5 days 2 weeks	1-2 months
Deli sliced ham, turkey, lunch meats	2-3 days	1-2 months

² Graves, DE Suitor CW, Holt KA, eds. *Making Food Healthy and Safe for Children: How to Meet the National Health and Safety Standards-Guidelines for Out-of-Home Child Care Programs*. National Center for Education in Maternal and Child Health, Arlington, VA: 1997.

Bacon and Sausage

Bacon	1 week	1 month
Sausage, raw from pork, beef or turkey	1-2 days	1-2 months
Smoked breakfast links or patties	1 week	1-2 months
Hard sausage, pepperoni, jerky	2-3 weeks	1-2 months

Ham

Canned, unopened, label says keep refrigerated	6-9 months	Don't freeze
Fully cooked, whole	7 days	1-2 months
Fully cooked, half	3-5 days	1-2 months
Fully cooked slices	3-4 days	1-2 months

Fresh Meat

Steaks, beef	3-5 days	6-12 months
Chops, pork	3-5 days	4-6 months
Chops, lamb	3-5 days	6-9 months
Roasts, beef	3-5 days	6-12 months
Roasts, lamb	3-5 days	6-9 months
Roasts, pork and veal	3-5 days	4-6 months

Fresh Poultry

Chicken or turkey, whole	1-2 days	1 year
Chicken or turkey pieces	1-2 days	9 months
Giblets	1-2 days	3-4 months

Fresh Seafood

Fish and shellfish	2 days	2-4 months
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HEALTH RISKS FOR CHILD CARE PROVIDERS

Body Mechanics

Working with small children can increase your risk of back strain or other injury. The following steps will help prevent injury:

- Use proper lifting technique when lifting children into or out of cribs, high chairs, swings, etc. Keep the child as close to your body as possible, lift with your legs, avoid twisting or jerking motions and use a wide base of support by placing your feet shoulder width apart.
- Squat or sit on a low stool when working at low tables or counters.
- Do not lean back when reaching for toys or supplies from high shelves.
- Eliminate lifting when ever possible. Use a step stool to help older children reach diapering tables.
- Maintain flexibility by performing daily stretches – children can participate.

Prevention of Illness and Stress in Pregnancy

Exposure to certain illnesses commonly found in child care settings may require special consideration for you if you are pregnant. If you are working in a child care setting and pregnancy is possible, you should consult your physician. Your immunity to some of the illnesses can be tested. Vaccinations are available in some cases. If no vaccination is available and you know you are not immune to particular illnesses you might be exposed to, your physician will be able to tell you what precautions are needed to protect you and your baby. Staff who may become pregnant in the future should take preventive steps now to reduce future risks.

Resources on health risks in child care settings

Utah Department of Health, *Health and Safety Handbook For Early Childhood Providers*, 1998.

NAEYC, *Healthy Young Children*, 1991

APHA, AAP and the US Maternal and Child Health Bureau, *Caring For Our Children: National Health and Safety Performance Standards*, 1992

USEFUL WEBSITES

The ABCs of Safe and Healthy Childcare _____ <http://www.cdc.gov/ncidod/hip/abc/abc.htm>
American Academy of Pediatrics _____ <http://www.aap.org>
American Public Human Services Association _____ <http://www.aphsa.org>
Center for the Child Care Workforce _____ <http://www.ccw.org>
Child Care Aware _____ <http://www.naccra.netchildcareware/index.htm>
Child Care Bureau _____ <http://www.acf.dhhs.gov/program.ccb>
Children's Defense Fund _____ <http://www.childrensdefense.org>
Child Care Health Program _____ <http://www.ericps.ed.uiuc.edu/cchp/cchphome.html>
Consumer Product Safety Commission _____ <http://www.cpsc.gov>
Colorado Office of Resource and Referral, Inc _____ <http://www.corra.org>
Community Health Status Indicators _____ <http://www.communityhealth.hrsa.gov>
Department of Education _____ <http://www.ed.gov>
Department of Health and Human Services _____ <http://www.os.dhhs.gov>
Electronic Policy Network _____ <http://www.epn.org>
Families and Work Institute _____ <http://www.familiesandwork.org>
Healthy Child Care Colorado <http://www.cdphe.state.co.us/ps/pp/earlychild/hcc/healthyhom.asp>
Healthy Child _____ <http://www.healthychild.net>
Indian Health Services _____ <http://www.his.gov>
Military Child Development Program _____ <http://www.dticaw.dtic.mil/milchild>
National Association for Family Child Care _____ <http://www.nafcc.org>
National Association for the Education of Young Children _____ <http://www.naeyc.org>
National Association of Child Care Resource and Referral Agencies _____ <http://www.naccrra.net>
National Black Child Development Institute _____ <http://www.nbcdi.org>
National Center for Children in Poverty _____ <http://www.cpmcnet.columbia.edu/dept/nccp>
National Child Care Association _____ <http://www.nccanet.org>
National Child Care Information Center _____ <http://www.nccic.org>
National Clearinghouse on Child Abuse and Neglect _____ <http://www.calib.com/nccanch>
National Conference of State Legislatures _____ <http://www.ncsl.org>
National Head Start Association _____ <http://www.nhsa.org>
National Resource Center for Health and Safety in Child Care _____ <http://nrc.urchsc.edu>
National School Age Care Alliance _____ <http://www.nsaca.org>
Safe Kids _____ <http://www.safekids.org>
The Children's Hospital _____ <http://www.tchden.org>
Zero to Three _____ <http://www.zerotothree.org>

Active Play Areas Safety Checklist

Surfacing

Yes

No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Measure the critical height (the highest point that a child can climb with or without a guardrail). For swings, critical height is measured from the pivot point to the ground. |
| <input type="checkbox"/> | <input type="checkbox"/> | Surfaces underneath indoor and outdoor play equipment are covered with impact absorbing material according to the CPSC recommendations for critical height. |
| <input type="checkbox"/> | <input type="checkbox"/> | The following surfacing materials are not used underneath indoor and outdoor play equipment that children can climb: concrete, asphalt, soil or hard-packed dirt, grass, turf, linoleum, or carpeting. |
| <input type="checkbox"/> | <input type="checkbox"/> | The dirt in the play area has been tested and found free of toxic materials, including lead. |
| <input type="checkbox"/> | <input type="checkbox"/> | There are no toys, or objects (including surfacing material) with a diameter of less than 1 1/4" accessible to children who are still placing objects into their mouths. |

Fall Zones

Yes

No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Fall zones (the areas onto which a child falling from or exiting from a piece of play equipment would be expected to land) do not overlap. |
| <input type="checkbox"/> | <input type="checkbox"/> | Impact-absorbing surfacing material extends at least 6 feet beyond all sides of the equipment. |
| <input type="checkbox"/> | <input type="checkbox"/> | For to-and-fro swings, the impact-absorbing surfacing materials extend in front and in back of the swings a distance that measures twice the height of the swing beam. |
| <input type="checkbox"/> | <input type="checkbox"/> | For slides: the impact-absorbing surfacing material extends at least 6 feet from the end of the slide. |

Protrusion & Entanglement

Yes

No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | All metal edges are rolled. |
| <input type="checkbox"/> | <input type="checkbox"/> | There are no equipment pieces that could catch clothing. There are not strings or loose items of children's clothing or around children's necks that could get caught on play equipment. |
| <input type="checkbox"/> | <input type="checkbox"/> | Any exposed bolts do not protrude more than two threads beyond the face of the nut; exposed bolts have no burrs or sharp edges. |
| <input type="checkbox"/> | <input type="checkbox"/> | There are no open "S" hooks. |

Entrapment**Yes****No**☐☐

There are no openings in any pieces of active play equipment between 3 1/2" and 9 inches that could cause head entrapment.

Equipment Spacing**Yes****No**☐☐

There are at least 6 feet of use space on all sides of each piece of equipment.

☐☐

Play equipment pieces are spaced at least 12 feet apart from each other. (each has its own 6 foot use space)

☐☐

Traffic patterns are designed to prevent children from bumping into each other.

Trip Hazards**Yes****No**☐☐

All anchoring devices, such as footing and bars at the bottom of climbers are below the playing surface.

☐☐

There are no exposed tree roots/plant roots.

☐☐

Changes in elevation are made obvious by the use of brightly colored visual or other barriers.

Appropriate Activities & Equipment**Yes****No**☐☐

Age-specific play areas are separated by distance or physical barrier.

☐☐

Equipment is warranted by the manufacturer as suitable for the age of the users (2-5 years and 5-12 years) according to ASTM Standard F1487-95.

Pinch Crush, & Shearing Points**Yes****No**☐☐

All spaces are too big or too small to entrap a child's finger.

☐☐

All wooden parts are smooth and without splinters.

☐☐

All corners are rounded, especially at exit ends and sides along a slide bed.

☐☐

Exposed ends of tubing have caps that cannot be removed without tools.

Guardrails, Handrails, and Safety Barriers

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Guardrails or protective barriers are used to prevent inadvertent or unintentional falls off elevated platforms.
<input type="checkbox"/>	<input type="checkbox"/>	For preschool children, elevated surfaces more than 20 inches high have a guardrail or protective barrier; those more than 30 inches high have a protective barrier (an enclosing device that is intended to prevent both inadvertent and deliberate attempts to pass through the barrier).
<input type="checkbox"/>	<input type="checkbox"/>	For school age children: elevated surfaces more than 30 inches high have a guardrail or protective barrier; those more than 48 inches high have a protective barrier.
<input type="checkbox"/>	<input type="checkbox"/>	Handrails are child hand-hold size, and are at waist to shoulder height of the child users (22" - 38").
<input type="checkbox"/>	<input type="checkbox"/>	Boundaries such as painted lines or dividers separate play equipment from walking areas.
<input type="checkbox"/>	<input type="checkbox"/>	Bike or trikes riding areas are separate from other areas.
<input type="checkbox"/>	<input type="checkbox"/>	Playgrounds are fenced in.

Unsafe Equipment

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	There are no heavy swings or swings made out of wood, metal, or other rigid materials.
<input type="checkbox"/>	<input type="checkbox"/>	There are no animal figure swings.
<input type="checkbox"/>	<input type="checkbox"/>	There are no multiple-use occupancy swings (swings used by more than one child at a time other than tire swings).
<input type="checkbox"/>	<input type="checkbox"/>	There are no swing sets with more than 2 swings per bay.
<input type="checkbox"/>	<input type="checkbox"/>	There are no rope swings; all ropes are anchored at both ends.
<input type="checkbox"/>	<input type="checkbox"/>	There are no trapeze bars.
<input type="checkbox"/>	<input type="checkbox"/>	Any see-saws present have a spring centering device for children 2-5 years of age. If see-saws are used, there must be a shock absorbing material required to cushion seat exceed 5 feet impact on surface and the maximum height of the seat above the protective surfacing must not.
<input type="checkbox"/>	<input type="checkbox"/>	There are no trampolines.

Maintenance**Yes****No**☐☐

Daily checks include: broken glass, animal waste, trash, toxic plants or plant debris, damage by vandals, displaced surfacing, broken equipment, chipping point, puddles of water, insect hazards, need for lubrication of moving parts.

☐☐

All hardware fasteners, permanent coverings, or connecting devices are tight and cannot be removed without tools.

☐☐

All surfaces are intact.

☐☐

All structures are sturdy enough that they will not move or tip over when the weight of an adult is put against them.

☐☐

There is no peeling paint (lead in peeling paint on play equipment is a common hazard).

☐☐

All ropes are tight and strands cannot be pulled apart.

Supervision**Yes****No**☐☐

All areas where children play are in view of an adult at all times.

☐☐

Every child is accounted for at all times by a supervising adult. Some method of assuring that no child is hidden or missing from the group must be used.

☐☐

When children must leave the play area to use the toilet, to get first-aid, or for any other reason, supervision of the child who leaves and the children who remain in the play area is secure and consistent.

☐☐

Children are prevented from playing in a way that challenges them beyond their abilities or that puts others at risk of significant injury.

Slides**Yes****No**☐☐

The impact-absorbing surfacing material extends at least 6 feet from the end of the slide chute or a distance that equals the height of the slide platform + 4 feet, whichever is greater (It is not necessary for surfacing to exceed 14 feet).

☐☐

Slides are not taller than 6 1/2 feet and have side rims at least 4 inches high.

☐☐

Slides have an enclosed platform at the top for children to get into position to slide.

☐☐

Slide ladders have flat steps and a handrail of each side. For users 2-12 years of age, steps are ≤ 9 inches apart. Rungs are ≤ 12 inches apart. (If steps are ≤ 9 inches apart, there is risk of entrapment).

☐☐

Slide beds have a flat surface at the bottom to slow children down and are sloped at no greater than a 30 degree angle overall.

☐ ☐ Slides with metal beds are shaded to prevent overheating.

Sand

Yes

No

☐ ☐ Sand digging areas are in the shade.

☐ ☐ Sand digging areas are contained by smooth frames.

☐ ☐ Sand is covered when not in use to prevent infectious disease and injury risk when animals and insects get into it.

Swings

Yes

No

☐ ☐ Swings are located away from other equipment and activities.

☐ ☐ Swing footings are stable and buried below the ground or covered by protective surfacing.

☐ ☐ There is no corrosion evident on hooks or chains.

☐ ☐ There are no “A” frames with horizontal cross bars present.

☐ ☐ Tot swings are in a separate bay from the other swings.

☐ ☐ Swing hangers are spaced wider than the seats, not less than 20 inches.

☐ ☐ There is a minimum space of 24 inches between seats and up to 30 inches between the swing and supporting structure.

☐ ☐ The distance between the bottom of the seat and the protective surfacing is at least 12 inches.

Multi-Axis Tire Swings

Yes

No

☐ ☐ Tire swings do not share a bay with any other type of swing or are mounted on any structure with other play components.

☐ ☐ There are no exposed steel belts in steel-belted radial tire swings.

☐ ☐ There are drain holes in tire swing tires.

☐ ☐ The clearance between tire and support structure is 30 inches.

☐ ☐ The tire swing itself weighs less than 35 pounds.

Climbers**Yes****No**☐☐

Children can safely climb off if they do not wish to complete the activity.

☐☐

There is no places where children can fall more than 18 inches onto any component of the climber.

☐☐

Connections between ropes, cables, or chains are securely fixed.

☐☐

There are no arch climbers or sliding poles accessible to preschoolers.

☐☐

Horizontal ladders and overhead rings are used only by children who are over 5 years of age. Chinning bars may be used by 4 year olds.

Food Safety Checklist³

Shopping

- ☐ Check the expiration date on all packaged foods.
- ☐ Do not buy any food in damaged wrappers, dented cans, or broken packages.
- ☐ Make sure that frozen foods are frozen solid before buying them. (Check to see if outside of package is discolored).
- ☐ Buy only pasteurized fruit juices.

Storing Raw Perishable Foods

- ☐ Store foods that may easily spoil in the refrigerator or freezer immediately.
- ☐ Place raw meat, poultry, or seafood below ready-to-eat foods in the refrigerator so that the juices don't drip on ready-to-eat foods.
- ☐ Keep a working thermometer in both the refrigerator and the freezer.
- ☐ Check each day to make sure the refrigerator thermometer is at 40°F and the freezer thermometer is at 0° F.

Handwashing

- ☐ Wash hand thoroughly with warm, soapy water before beginning to cook.

Cooking

- ☐ Plan ahead to thaw frozen meats in the refrigerator, in a cold running water bath, or as a part of cooking process. **Not on the counter.**
- ☐ Use a meat thermometer to be sure meats are thoroughly cooked.
- ☐ Inspect packaged foods carefully to make sure the can or wrapper was not damaged.
- ☐ Wash fresh vegetables and fruits with water before serving or cooking.
- ☐ Cook everything thoroughly, especially meat, poultry, seafood, and eggs.

Serving

- ☐ Keep hot foods hot (140° F or above) and cold foods cold (40°F or below) until they are served.
- ☐ Check the temperature of foods using a thermometer.
- ☐ Cut foods to the right size for the children.
- ☐ Spread peanut butter thinly.
- ☐ Take the seeds out of fruit and the bones out of fish

³ Graves, DE Suitor CW, Holt KA, eds. *Making Food Healthy and Safe for Children: How to Meet the National Health and Safety Standards-Guidelines for Out-of-Home Child Care Programs*. National Center for Education in Maternal and Child Health, Arlington, VA: 1997.

Indoor Safety Checklist⁴

General Indoor Areas

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Floors are smooth and have nonskid surfaces. Rugs are skid proof.
<input type="checkbox"/>	<input type="checkbox"/>	Doors to places that children can enter, such as a bathroom, can be easily opened from the outside by a child or by an adult.
<input type="checkbox"/>	<input type="checkbox"/>	Doors in children's areas have see-through panes so children are visible to anyone opening the door, if possible.
<input type="checkbox"/>	<input type="checkbox"/>	Doors have slow closing devices and /or rubber gaskets on the edges to prevent pinch injuries.
<input type="checkbox"/>	<input type="checkbox"/>	Glass doors and full length windows have decals at eye level for children and adults.
<input type="checkbox"/>	<input type="checkbox"/>	Windows cannot be opened more than 6" from the bottom.
<input type="checkbox"/>	<input type="checkbox"/>	All windows have closed, permanent screens.
<input type="checkbox"/>	<input type="checkbox"/>	Bottom windows are lockable.
<input type="checkbox"/>	<input type="checkbox"/>	Walls and ceilings have no peeling paint and no cracked or falling plaster.
<input type="checkbox"/>	<input type="checkbox"/>	The early childhood program is free of toxic or lead paint and crumbling asbestos.
<input type="checkbox"/>	<input type="checkbox"/>	Safety covers are on all electrical outlets.
<input type="checkbox"/>	<input type="checkbox"/>	Electrical cords are out of children's reach. Electrical cords are placed away from doorways and traffic paths.
<input type="checkbox"/>	<input type="checkbox"/>	Covers and guards for fans have openings small enough to keep children's fingers out. They are placed high out of reach or mounted on walls.
<input type="checkbox"/>	<input type="checkbox"/>	Nobody smokes or has lighted cigarettes, matches, or lighters around children.
<input type="checkbox"/>	<input type="checkbox"/>	Freestanding space heaters are not used.
<input type="checkbox"/>	<input type="checkbox"/>	Pipes, radiators, fireplaces, wood burning stoves, and other hot surfaces cannot be reached by children or are covered to prevent burns.
<input type="checkbox"/>	<input type="checkbox"/>	Water heater is set between 110°F and 120°F.
<input type="checkbox"/>	<input type="checkbox"/>	Trash is covered at all times and is stored away from heaters or other heat sources.

⁴ Kendrick, A.S., Kaufmann, R. Messenger, K. *Healthy Young Children, A Manual for Programs* (1995) National Association for the Education of Young Children; Washington D.C.

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Drawers are closed to prevent tripping or bumps. |
| <input type="checkbox"/> | <input type="checkbox"/> | Sharp furniture edges are cushioned with cotton and masking tape or with commercial corner guards. |
| <input type="checkbox"/> | <input type="checkbox"/> | Emergency lighting equipment works. |
| <input type="checkbox"/> | <input type="checkbox"/> | Regular lighting is bright enough for good visibility. |
| <input type="checkbox"/> | <input type="checkbox"/> | Enough staff members are always present to exit with children safely and quickly in an emergency. |
| <input type="checkbox"/> | <input type="checkbox"/> | All adults can view all areas used by children. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pets are free from disease, are immunized as appropriate, and are maintained in a sanitary manner. |
| <input type="checkbox"/> | <input type="checkbox"/> | Poisonous plants are not present either indoors or outdoors in early childhood programs. |
| <input type="checkbox"/> | <input type="checkbox"/> | All adult handbags are stored out of children's reach. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pesticides are applied only to surfaces that children cannot reach and surfaces not in direct contact with food. |
| <input type="checkbox"/> | <input type="checkbox"/> | A certified pest control operator applies pesticides while observed by a caregiver. |
| <input type="checkbox"/> | <input type="checkbox"/> | Cots or mats are placed so that there is clear pathway for emergencies. |
| <input type="checkbox"/> | <input type="checkbox"/> | Children are never left alone in infant seats on tables or high surfaces. |
| <input type="checkbox"/> | <input type="checkbox"/> | Teaching aids, like projectors, are put away when not in use. |
| <input type="checkbox"/> | <input type="checkbox"/> | A well-stocked first-aid kit is accessible to all caregivers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Heavy equipment or furniture that could tip over is anchored. |

Toys and Equipment

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Guns, projectile toys, darts, and cap pistols are not kept in the program.
<input type="checkbox"/>	<input type="checkbox"/>	Toys and play equipment have no sharp edges or points, small parts, pinch points, chipped paint, splinters, or loose nuts or bolts.
<input type="checkbox"/>	<input type="checkbox"/>	All toys are painted with lead free paint.
<input type="checkbox"/>	<input type="checkbox"/>	Toys that are mouthed are washed and sanitized between users.
<input type="checkbox"/>	<input type="checkbox"/>	Children are not permitted to play with any type of plastic bag or balloons.
<input type="checkbox"/>	<input type="checkbox"/>	Toys are too large to fit completely into a child's mouth and have no small, detachable parts to cause choking. No coins, safety pins, or marbles for children under 4 years of age.
<input type="checkbox"/>	<input type="checkbox"/>	Infants and toddlers are not permitted to eat small objects and foods that may easily cause choking like: hot-dogs, hard candy, seeds, nuts, popcorn, whole grapes and olives.
<input type="checkbox"/>	<input type="checkbox"/>	Toy chests have air holes and a lid support or no lid. A lid that can slam shut can cause head injuries or suffocation.
<input type="checkbox"/>	<input type="checkbox"/>	Commercial art materials are stored in their original containers out of children's reach. The word non-toxic appears on the manufacturer's label.
<input type="checkbox"/>	<input type="checkbox"/>	Rugs, pillows, blankets, and cloth toys are flame resistant.
<input type="checkbox"/>	<input type="checkbox"/>	Hinges and joints are covered to prevent pinching or being caught.
<input type="checkbox"/>	<input type="checkbox"/>	Cribs, playpens, and high chairs are away from drapery cords and electrical cords.
<input type="checkbox"/>	<input type="checkbox"/>	Cribs, playpens, and high chairs are used properly and according to the manufacturer's recommendations for age and weight. Cribs have no corner posts.
<input type="checkbox"/>	<input type="checkbox"/>	Cribs slats placed 2 3/8" or less and have snug-fitting mattresses. Mattresses are set at their lowest settings and sides are locked at their highest settings.
<input type="checkbox"/>	<input type="checkbox"/>	Toys are not hung across the cribs of infants who can sit up.
<input type="checkbox"/>	<input type="checkbox"/>	Rattles, pacifiers, or other objects are never hung around an infant's neck.
<input type="checkbox"/>	<input type="checkbox"/>	Infant walkers are not used.

Hallways and stairs

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Handrails are securely mounted at child height.
<input type="checkbox"/>	<input type="checkbox"/>	Handrails are attached to walls for right-hand descent, but preferable are attached to the walls on both sides.
<input type="checkbox"/>	<input type="checkbox"/>	Stairway gates are locked in place when infants or toddlers are nearby. Gates should have openings small enough to prevent a child from fitting through. No accordion-type gates are used.
<input type="checkbox"/>	<input type="checkbox"/>	Doorways to unsupervised or unsafe areas are closed and locked unless the doors are used for emergency exits.
<input type="checkbox"/>	<input type="checkbox"/>	Emergency exit doors have easy-open latches.
<input type="checkbox"/>	<input type="checkbox"/>	Safety glass is used in all areas of potential impact i.e. Windows that come within 36" of the floor and sliding glass doors.
<input type="checkbox"/>	<input type="checkbox"/>	Caregivers can easily monitor all entrances and exits to keep out strangers.
<input type="checkbox"/>	<input type="checkbox"/>	Stairways and hallways are clear of objects that can cause falls.

Kitchen and food preparation and storage areas

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Caregivers always wash hands before handling food.
<input type="checkbox"/>	<input type="checkbox"/>	Caregivers always wash children's hands before mealtimes.
<input type="checkbox"/>	<input type="checkbox"/>	Trash is always stored away from food preparation and storage areas.
<input type="checkbox"/>	<input type="checkbox"/>	Refrigerator temperature is monitored by thermometer and is kept at or below 40°F.
<input type="checkbox"/>	<input type="checkbox"/>	All perishable foods are stored in covered containers at 40°F.
<input type="checkbox"/>	<input type="checkbox"/>	Hot foods are kept at 140°F. or higher until ready to be eaten. (Remember to cool food so it will not accidentally burn and child when eaten.)
<input type="checkbox"/>	<input type="checkbox"/>	Pest strips are not used.
<input type="checkbox"/>	<input type="checkbox"/>	Cleansers and other poisonous products are stored in their original containers, away from food, and out of children's reach.
<input type="checkbox"/>	<input type="checkbox"/>	Nonperishable food is stored in labeled, insect-resistant metal or plastic containers with tight lids.
<input type="checkbox"/>	<input type="checkbox"/>	Five-gallon buckets are not accessible to children.
<input type="checkbox"/>	<input type="checkbox"/>	Refrigerated medicines are kept in closed containers to prevent spills that would contaminate food.

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Food preparation surfaces are clean and are free of cracks and chips. |
| <input type="checkbox"/> | <input type="checkbox"/> | Eating utensils and dishes are clean and are free of cracks and chips. |
| <input type="checkbox"/> | <input type="checkbox"/> | Appliances and sharp or hazardous cooking utensils are stored out of children's reach. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pot handles are always turned toward the back of the stove. |
| <input type="checkbox"/> | <input type="checkbox"/> | An ABC-type fire extinguisher is securely mounted on the wall near the stove. |
| <input type="checkbox"/> | <input type="checkbox"/> | All caregivers know how to use the fire extinguisher correctly. |
| <input type="checkbox"/> | <input type="checkbox"/> | There is a "danger zone" in front of the stove where the children are not allowed to go. |
| <input type="checkbox"/> | <input type="checkbox"/> | A sanitarian has inspected food preparation and service equipment and procedures within the past year or as required. |
| <input type="checkbox"/> | <input type="checkbox"/> | Children are taught the meaning of "hot". |
| <input type="checkbox"/> | <input type="checkbox"/> | Trash is stored away from the furnace, stove, and hot water heater. |
| <input type="checkbox"/> | <input type="checkbox"/> | Kitchen area is not accessible to children without constant supervision. |
| <input type="checkbox"/> | <input type="checkbox"/> | Caregivers do not cook while holding a child. |
| <input type="checkbox"/> | <input type="checkbox"/> | Hot foods and liquids are kept out of children's reach. |
| <input type="checkbox"/> | <input type="checkbox"/> | Stable step stools are used to reach high places. |

Bathrooms

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Stable steps are available where needed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical outlets have safety covers or are modified to prevent shock. |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical equipment is stored away from water. |
| <input type="checkbox"/> | <input type="checkbox"/> | Cleaning products and disinfectants are locked in a cabinet out of children's reach. |
| <input type="checkbox"/> | <input type="checkbox"/> | Toilet paper is located where children can reach it without getting up from the toilet. |
| <input type="checkbox"/> | <input type="checkbox"/> | If potty-chairs are used, they are easy to clean with the bleach solution in a utility sink used only for that purpose, if at all possible. |
| <input type="checkbox"/> | <input type="checkbox"/> | Potty chairs are not used in food preparation or dining areas, and potty chairs cannot be reached by children when not in use. |

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | There are enough toilets so children do not have to stand in line. |
| <input type="checkbox"/> | <input type="checkbox"/> | Caregivers and children always wash hands after toileting and diaper changing. |
| <input type="checkbox"/> | <input type="checkbox"/> | The changing of diapers or soiled underwear is done in a special, separate area away from food and play. |
| <input type="checkbox"/> | <input type="checkbox"/> | The diapering or changing table has rails to keep children from falling off. |
| <input type="checkbox"/> | <input type="checkbox"/> | Trash cans for diapers, tissues, and other contaminated materials can be opened with a step pedal and are lined with a plastic bag, emptied daily, and kept clean. |
| <input type="checkbox"/> | <input type="checkbox"/> | Paper towels and liquid soap are readily available at the sink. |
| <input type="checkbox"/> | <input type="checkbox"/> | Cosmetics are stored out of children's reach. |
| <input type="checkbox"/> | <input type="checkbox"/> | Bathtubs have skid-proof mats or stickers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Children take baths only when adults can supervise. |
| <input type="checkbox"/> | <input type="checkbox"/> | Children are never left unsupervised in or near any water. |

Swimming Pools

Yes

No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | All pools and ponds are enclosed with four-sided fencing that is resistant to climbing, is at least 5' high, comes within 3 1/2" of the ground, and has openings no greater than 3 1/2". |
| <input type="checkbox"/> | <input type="checkbox"/> | Fence openings have self-closing latching gates with the latch at least 55" from the ground. |
| <input type="checkbox"/> | <input type="checkbox"/> | Walk areas around the pool have a nonskid surface. |
| <input type="checkbox"/> | <input type="checkbox"/> | The pool and pool maintenance have been inspected and approved by the local health department within the past year. |
| <input type="checkbox"/> | <input type="checkbox"/> | Small, portable wading pools are not used for group water play. |
| <input type="checkbox"/> | <input type="checkbox"/> | Equipment is available and used every 2 hours while children are in the water to test and maintain the pH of water between 7.2 and 8.2. |
| <input type="checkbox"/> | <input type="checkbox"/> | Water temperatures are maintained between 82°F. and 93° F. while the pool is in use. |

Emergency preparedness

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	All caregivers have roles and responsibilities in case of fires, injury or other disasters.
<input type="checkbox"/>	<input type="checkbox"/>	One or more caregivers certified in infant and child first-aid, and child and infant CPR are always present.
<input type="checkbox"/>	<input type="checkbox"/>	All first-aid kits have required supplies and stored where caregivers can easily reach them in an emergency.
<input type="checkbox"/>	<input type="checkbox"/>	Caregivers always take a first-aid kit on trips and in vehicles.
<input type="checkbox"/>	<input type="checkbox"/>	Smoke detectors and other alarms work and are tested monthly.
<input type="checkbox"/>	<input type="checkbox"/>	Each room and hallway has a fire escape route posted during business hours.
<input type="checkbox"/>	<input type="checkbox"/>	Emergency procedures include the following: <ul style="list-style-type: none">• How to telephone emergency medical services (EMS) system.• Transportation to an emergency facility• Notification of parents• Where to meet if the early childhood setting is evacuated.• Plans for an adult to care for the children while a caregiver stays with injured children.• to emergency medical care. Alternate location for care is known to staff and parents and is stocked with essential supplies (formula, diapers, toys, first-aid supplies).
<input type="checkbox"/>	<input type="checkbox"/>	Emergency procedure and telephone numbers are clearly posted near each phone.
<input type="checkbox"/>	<input type="checkbox"/>	Children's emergency telephone numbers are posted near the telephone and can be easily taken along in case of an emergency evacuation.
<input type="checkbox"/>	<input type="checkbox"/>	All exits are clearly marked and free of clutter.
<input type="checkbox"/>	<input type="checkbox"/>	Doors and gates all open out for easy exit.
<input type="checkbox"/>	<input type="checkbox"/>	Children are taught to tell if they or anyone else is hurt.
<input type="checkbox"/>	<input type="checkbox"/>	Children are taught the words "stop" and "no". Caregivers avoid using those words unless there is danger.
<input type="checkbox"/>	<input type="checkbox"/>	Children are taught their own telephone number, address, and parent's work numbers when developmentally capable.
<input type="checkbox"/>	<input type="checkbox"/>	Children are taught how to telephone EMS (911) when capable.
<input type="checkbox"/>	<input type="checkbox"/>	Children are taught how to Stop, Drop, Roll, and Cool in case their clothes catch fire.
<input type="checkbox"/>	<input type="checkbox"/>	Children are taught to turn in any matches they find to adults.

Vehicles**Yes****No**

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | All vehicles work well and are properly maintained. |
| <input type="checkbox"/> | <input type="checkbox"/> | Everyone, during every ride, uses age-appropriate safety restraints. |
| <input type="checkbox"/> | <input type="checkbox"/> | Staff helps children to unbuckle and buckle up at drop-off and pick-up. |
| <input type="checkbox"/> | <input type="checkbox"/> | Drivers use child-resistant door locks when the vehicle is in motion. |
| <input type="checkbox"/> | <input type="checkbox"/> | All vehicles are locked when not in use. |
| <input type="checkbox"/> | <input type="checkbox"/> | A well stocked first-aid kit is in the vehicle for every ride. |
| <input type="checkbox"/> | <input type="checkbox"/> | The caregiver has on hand current emergency contact information when driving children. |
| <input type="checkbox"/> | <input type="checkbox"/> | Trip plans include how to handle emergencies. |
| <input type="checkbox"/> | <input type="checkbox"/> | Children wear program identification when transported. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pickup and drop-off points are safe from traffic. |
| <input type="checkbox"/> | <input type="checkbox"/> | The manufacturer installs infant seats correctly, with seats facing the rear of the car, in the back seat, until the child exceeds the weight recommended for facing the rear. |
| <input type="checkbox"/> | <input type="checkbox"/> | Driver knows where all children are before putting vehicle in reverse. |
| <input type="checkbox"/> | <input type="checkbox"/> | Young bikers know traffic rules. |
| <input type="checkbox"/> | <input type="checkbox"/> | Children do not horse around while riding bikes and do not ride in the street. |
| <input type="checkbox"/> | <input type="checkbox"/> | Bicycles and other riding toys are stable, well balanced and of the appropriate size. They do not have broken parts. |
| <input type="checkbox"/> | <input type="checkbox"/> | Children use helmets approved by ANSI (American National Standards Institute) or Snell Memorial Foundation, when riding bicycles and other pedal powered riding toys. |
| <input type="checkbox"/> | <input type="checkbox"/> | Young children never cross the street without an adult. Children should know rules for crossing the street. |

SAMPLE CHILD CARE AGREEMENT

I, _____, the legal guardian of _____
agree to the following: (Initial all that apply)

- _____ Pay fee per day/week of _____.
- _____ Volunteer to work _____ hours a week with the program.
- _____ Follow the procedures in the program handbook.
- _____ Obtain a Special Care Plan if applicable.
- _____ Day payment to be made is _____.
- _____ Services to be provided as part of the child care fee (transportation, meals, etc.) are:
_____.
- _____ Child's arrival time _____ Child's departure time _____
- _____ Late fee \$ _____.
- _____ Obtain health assessments for my child according to the schedule recommended by the American Academy of Pediatrics.
- _____ Notify _____ when my child is scheduled for routine health visits, and obtain a form to complete and return.
- _____ Cooperate with _____ in the follow up of any medical, dental, or developmental needs of my child.
- _____ Complete a daily admission form and have my child observed by a member of the staff before I leave each day.
- _____ Notify the teacher _____ in advance if I plan a birthday celebration for my child. (specify time)
- _____ Notify the staff when my child is ill or any family member has a contagious disease.
- _____ Complete a medication consent form when requesting medication administration.
- _____ Provide the program staff with _____ necessary for my child's care.
(linens, clothing, toothbrush)
- _____ Provide information on how to contact me in an emergency situation which I will update when changes occur and every 6 months.
- _____ Agree to discuss my concerns with _____.
(staff member's name)
- _____ Notify a teacher and sign my child in and out every time my child arrives and departs with me or a person I authorize.
- _____ Designated persons to whom child may be released are: _____

Legal Guardian Signature

Date

This agreement should be reviewed by the legal counsel for your facility. Contracts usually include more information than present on this form.

SAMPLE
CHILD CARE EMERGENCY CONTACT INFORMATION AND CONSENT FORM

Child's Name: _____ Birthdate: _____

Legal Guardian #1 Name: _____

Telephone Numbers: Home: _____ Work: _____

Legal Guardian #2 Name: _____

Telephone Numbers: Home: _____ Work: _____

Emergency Contacts (to whom child may be released if legal guardian is unavailable)

Name#1: _____

Telephone Numbers: Home: _____ Work: _____

Name#2: _____

Telephone Numbers: Home: _____ Work: _____

Child's Usual Source of Medical Care

Name: _____

Address: _____

Telephone Number: _____

Child's Health Insurance

Name of Insurance Plan _____ ID# _____

Subscriber's Name (on insurance card) _____

Special Conditions, Disabilities, Allergies, or Medical Information for Emergency Situations

Transport Arrangement in an Emergency Situation

Ambulance Service: _____ Child will be taken to: _____
(Parents/guardians are responsible for all emergency transportation charges)

Parent/Legal Guardian Consent and Agreement for Emergencies

As parent/legal guardian, I give consent to have my child receive first aid by facility staff, and, if necessary, be transported to receive emergency care. I understand that I will be responsible for all charges not covered by insurance. I give consent for the emergency contact person listed above **to act on my behalf** until I am available. I agree to review and update this information whenever a change occurs and at least every 6 months.

Date: _____ Parent/Legal Guardian #1 Signature: _____

Date: _____ Parent/Legal Guardian #2 Signature: _____

**SAMPLE
EMERGENCY TELEPHONE LIST**



Fire Department: _____

Police Department: _____

Local Hospital: _____

Ambulance Service: _____

Poison Control: _____

PROVIDER LOCATION

Your location
address: _____

Directions to your
location: _____

Your location telephone number: _____

Cellular telephone number: _____

SAMPLE EMERGENCY PLAN

The following includes information and guidelines helpful in preparing for disasters. Remember, if a major disaster impacts the entire community, 911 services may not be available. Parents may not be able to reach you, or if they work for fire, police, hospitals, etc., they may be required to stay at their job. You must be prepared to care for children until authorized adults are able to pick the children up.

This plan is written to help you prepare for an emergency. Make sure that staff, teachers, volunteers, substitute teachers and secondary caregivers know what to do in an emergency. It is a good idea to have employees sign a statement saying they have read and understand your emergency policies and procedures.

General Information

1. Remember to stay calm. If adults act frightened or alarmed, the children will imitate those responses.
2. Plot a plan. Draw a diagram showing your home or facilities evacuation route and where to meet outside. Plan and diagram a secondary exit route. Post the plan where it can easily be observed.

3. Describe primary and secondary exit routes:

4. If you need to evacuate because of fire, where will you meet?

5. In case of a community-wide disaster, where will you go? Are parents aware of this location?

6. Is there someone who can assist in an emergency? Name and phone number:

7. Licensing requires emergency telephone numbers to be posted by each telephone. Make the numbers easy to read.
8. Have emergency contact phone numbers for each child enrolled.
9. Keep emergency medical treatment releases for each child and inform all staff members where this information is located.
10. Where will you keep emergency contact phone numbers and emergency medical treatment releases for the children? How will you take them with you when you evacuate?

11. Keep emergency supplies stocked and easily accessible. Store emergency items where they can be easily taken during an evacuation. Store the items together in a backpack or a plastic storage container.

Short term emergency supplies are stored: (where)

Short term emergency supplies should include:

- Water, food and can opener
- Enough snacks and drinks to last one day
- Toys, puzzles etc. to entertain and comfort children
- Pre-moistened towelettes (baby wipes)
- Extra clothing for children and diapers for infants
- First aid kit and bodily fluids clean up kit

Disaster emergency supplies are stored: (where)

Disaster emergency supplies should include:

- Water and food for 24-72 hours. Paper cups, plates, plastic silverware and utensils and ziplock baggies
- Battery operated radio with extra batteries taped to the outside
- Battery operated lantern with extra batteries taped to the outside
- Plastic bucket with tight fitting lid and plastic bags with ties (for emergency toileting use).
- Disinfectant and soap
- Sleeping bags, blankets or emergency blankets
- Tent, tarps or other forms of shelter
- Flashlight with extra batteries taped to the outside

What else will you take with you when you evacuate?

Note: Many cordless phones will not work without electricity. If you have a cordless phone, keep a backup battery. Keep backup batteries for cellular phones and a cord that can recharge cellular phones by plugging into the cigarette lighter of a car.

Earthquakes

1. Earthquake-proof your home or center by:
 - Fasten shelf unit, bookcases and heavy objects to the wall.
 - Install strong latches on cupboards.
 - Avoid hanging heavy pictures above beds or sleeping areas.
 - Fasten the water heater to a secure wall.
 - Tape a shut off wrench to the gas valve for emergency shut off.
2. Choose a safe spot to gather:
 - When outside, avoid power lines, walls, trees and the house or center.
 - When indoors, avoid windows, objects that can tip or fall or tall furniture such as bookcases.

- Look for heavy objects, such as tables, to climb under.
- Hold on to the table to keep it from sliding away from you.
- If you cannot get under something, crouch in a door frame or against an inside wall.
- Turn your back to any windows.
- Protect your eyes by covering them with your arms.

3. During an earthquake, my “duck, cover and hold on” site is:

4. Teach children to stay in the “duck and cover” site until the shaking stops. Practice this drill at least twice a year.

5. If driving, pull to the side of the road and stop. If roads are damaged, wait for instructions from emergency crews.

After the shaking stops:

- Check children for injuries. Seriously injured children should not be moved.
- Administer first aid as needed.
- Check your home or center for damage.
- If you smell gas, turn off the main valve. Do not turn it off if there is no leak.
- Electrical switches can not be used if you smell gas – they may cause an explosion.
- If electrical wires are damaged, turn off the electrical power to the house or center.

The main gas valve is located: (where)

The main electrical power switch to the house or center is located: (where)

- If electricity is off, use the food in the refrigerator and freezer first.
- If the house or center is badly damaged, move outside into the evacuation site. Inform parents where this site is located.

- Turn off the main water valve if damaged.
-

The main water valve and tools are: (where)

Fire

- Sound the alarm.
- Grab the emergency number file and car keys on the way out, if possible.
- Remove children from the house or center using the evacuation plan.
- Report the fire using _____ (neighbor's phone, cell phone).
- Follow the instructions of emergency personnel.
- Use the emergency file (original or backup located in _____) to contact parents.

Note: If you care for infants and very young children, have the older children hold the hand of a younger child using the buddy system. Try a few approaches until you find the one that works best for you. Whatever plan you choose to use, you must be able to have everyone evacuated within 2 minutes. Make sure all staff know their assignments.

Children and infants are to be evacuated by: (How)

Flooding

- Remain in the house if it is safe.
- If you have had prior warning, take action quickly. Have parents pick their children up before flooding occurs and advise them to take their children to safety before water rises.
- If water is rising and you have a second floor, move the children upstairs.
- If ordered to evacuate, wait for official assistance. Do not attempt to drive through swollen streams or rising water.

Lightening

- Go inside, if possible.
- If trapped outside, get to the lowest point possible, such as ditches or hollows.

- If there are no low spots, stay away from anything tall – trees, buildings, poles, etc. Have children drop to the ground.
- If a child is hit by lightning, call for help and administer first aid or CPR if necessary.

Power Outage

- Use flashlights and lanterns, if necessary.
- Contact the power company to determine how soon power will be restored.
- If there is a chance there will be prolonged power outage and the home or center may become very hot or cold, have parents pick up their children.

Blizzard

- Remain inside.
- Contact parents to pick up children if weather reports predict prolonged blizzard conditions.
- Use emergency supplies as needed, and restock your supplies as soon as the crisis is over.

Fire Drills

- Conduct fire drills monthly. Frequent practice makes actions routine and reduces fear and confusion in the event of a real fire.
- Set off the smoke and/or fire alarms so children are familiar with the sound.
- Conduct drills at different times of the day.
- Follow the evacuation plan.
- Document the drill and follow up on any identified areas of improvement.

Disaster Drills

- Contact your local emergency preparedness agency – often the fire department.
- Ask which disaster is most likely to affect your area.
- Conduct a minimum of two drills a year if you are a family provider, or quarterly if you are a center.
- Document the drill, and follow up on any identified areas of improvement.

For More Information

Contact your local Fire Department or Emergency Preparedness Office for details on how to prepare for any kind of disaster. They will also be able to tell you about emergency plans for your area.

Other Disaster Preparedness Resources

American Red Cross at www.redcross.org or check your local Red Cross office.

The Center for Disease Control (CDC)s “ABCs of Safe and Healthy Childcare at www.cdc.gov/ncidod/hip/abc

The Federal Emergency Management Agency at www.fema.gov

The Institute for Business and Home Safety (IBHS) at www.ibhs.org

Utah State Office of Education
250 East 500 South
Salt Lake City, Utah 84111
(801) 538-7500

Utah Division of Comprehensive Emergency
Management
Post Office Box 141710
1110 State Office Building
Salt Lake City, UT 84114-1710
1-800-Fault
(801) 538-3400

Department of Natural Resources
Post Office Box 145610
1594 West North Temple, Suite 3710
Salt Lake City, Utah 84114-5600
(801) 538-7200

Fire drills should be held monthly and disaster drills semi-annually.

Health and Safety in the Early Childhood Program, Participant Handbook
Appendix B • Sample Forms and Additional Resources

SAMPLE CHILD'S HEALTH ASSESSMENT

Today's Date: _____ Date of Enrollment _____

Child's Name: _____

Please check all that apply and list any health information needed to care for your child.

Any known allergies:	No	Yes	If yes, please list
Medications	<input type="checkbox"/>	<input type="checkbox"/>	_____
Foods	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	<input type="checkbox"/>	_____

Any chronic illnesses (circle) No Yes
If yes, please list _____

Any disabilities or medical conditions

	Yes	No		Yes	No
Hearing Impairment	<input type="checkbox"/>	<input type="checkbox"/>	Seizures	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Physical Impairment	<input type="checkbox"/>	<input type="checkbox"/>
Visual Impairment	<input type="checkbox"/>	<input type="checkbox"/>	Heart Problems	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Emotional Problems	<input type="checkbox"/>	<input type="checkbox"/>
Developmental Delays	<input type="checkbox"/>	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	<input type="checkbox"/>

Any additional health information not listed above: _____

Any routine medications your child is taking: _____

Any instructions for your child's daily care: _____

Date of last physical examination: _____ Date of last dental examination: _____

Child's Medical Provider: _____ Child's Dental Provider: _____

Name _____ Name: _____

Address _____ Address _____

Phone _____ Phone _____

Any instructions for child's emergency care: _____

Parent/guardian Signature

Date

**SAMPLE
CHILD CARE INJURY REPORT FORM**

Fill in all blanks and boxes that apply and return to the Bureau of Licensing at the Utah Dept. of Health within 5 days.

Child's Name: _____ Date of birth: _____ / _____ / _____ () M () F

Parent/Guardian Name: _____

Name of Child Care Program: _____

Parent/Guardian notified by: _____ Time notified: _____ a.m./p.m.

Unable to contact parent/guardian: _____ Time: _____ a.m./p.m.

Injury Date: _____ / _____ / _____ Injury Time: _____ a.m./p.m. Fatal () Yes () No

Witnesses: _____

Injury occurred during: ☐ nap time ☐ playtime ☐ lunch time ☐ structured activity time

First Aid given at the facility () Yes () No By Whom: _____

☐ Treatment provided by a Health Care Professional Name: _____

Diagnosis: _____

☐ Hospitalized, number of days: _____

☐ No treatment required by Health Care Professional

☐ Parents/guardians deem treatment not necessary

Number of days of limited activity as directed by a Health Care Professional: _____

Follow up plan: _____

Location where incident occurred: _____

☐ playground ☐ classroom ☐ restroom ☐ hall ☐ doorway ☐ exercise room ☐ office

☐ dining ☐ stairway ☐ wading/swimming pool ☐ driveway/parking area ☐ unknown

☐ other (specify) _____

Equipment/Products involved: _____

☐ climber ☐ slide ☐ swing ☐ playground surface ☐ sandbox ☐ trike/bike

☐ hand toy (specify) _____ ☐ other (specify) _____

Contributing Factors:

☐ run into object or person ☐ pinch ☐ contact with fire, hot object or liquid ☐ bitten

☐ insect sting/bite ☐ animal bite ☐ hit or pushed by child ☐ heat exhaustion ☐ injury from exposure to cold ☐ hit with thrown object ☐ fall to surface; estimated height of fall _____ ft.

☐ fall from tripping/slipping

Type of Surface:

☐ blacktop ☐ carpet ☐ concrete ☐ dirt ☐ gravel ☐ ice/snow ☐ lawn/grass ☐ mats

☐ sand ☐ linoleum ☐ tile ☐ wood ☐ other(specify) _____

Parts of Body Injured:

☐ eye ☐ ear ☐ nose ☐ mouth ☐ tooth ☐ other part of head (specify) _____

☐ neck ☐ arm ☐ elbow ☐ wrist/hand ☐ finger/thumb ☐ foot/ankle ☐ toe ☐ leg ☐ knee ☐ abdomen ☐

back ☐ buttocks ☐ chest/ribs ☐ shoulder ☐ pelvis/hips ☐ genitals

Type of Injury:

☐ cut ☐ bruise/swelling ☐ puncture ☐ scrape ☐ broken bone/dislocation ☐ sprain

☐ crushing injury ☐ burn ☐ sun burn ☐ loss of consciousness ☐ drowning/near drowning

☐ concussion (possible) ☐ poisoning (specify) _____ ☐ other (specify) _____

Name of Official/Agency notified: _____ date _____ / _____ / _____

Signature of Staff Member: _____ date _____ / _____ / _____

**SAMPLE
LETTER TO PARENT ABOUT POSSIBLE EXPOSURE**

Dear Parent:

On _____, a child in our class became ill with the communicable disease listed on the attached sheet.

Because your child might have been exposed to this illness, it is necessary for you to watch your child for the signs and symptoms listed on the attached fact sheet. If your child becomes ill, prompt medical attention or treatment may help resolve the infection. It may be necessary to keep him/her at home until the symptoms resolve or until your child receives treatment. The fact sheet explains more about the signs, symptoms and other concerns.

By notifying you of this possible exposure, we are providing the best possible care for your child. In any setting, it is common for some children to become ill with childhood diseases. At times, they are not preventable. When we notify you of an illness, we are trying to control the spread and prevent new cases of illness. We try to keep our children healthy and happy.

If you have any questions about signs or symptoms of this illness, please contact a staff member, the local health department or the Utah Department of Health, Bureau of Epidemiology at (801) 538-6191

Sincerely,

Teacher

Date

PERSONNEL HEALTH EVALUATION & INVENTORY

Name _____ Social Security Number: _____

Address: _____

Phone Number _____ Job Title _____

Family Physician: _____ Phone Number: _____

Emergency Contact: _____ Relationship: _____

Address: _____ Phone Number: _____

Do you have any allergies to (*circle all that apply*):

- A. Latex or vinyl B. Chemicals/household products C. Soaps/personal care products
D. Foods E. Pollens/dusts F. Certain types of clothing/gloves

Check the box that describes the communicable diseases, vaccinations, or antibody titers you have had. Please include the date(s) of vaccinations or titer completion.

<u>Disease</u>		<u>Vaccine</u>		<u>Date</u>	
Yes	No	Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Rubeola (red measles – 7 day)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Rubella (German measles – 3 day)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Mumps
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Hepatitis B
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Chicken Pox
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Tetanus/Diphtheria
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Polio
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Pneumonia
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Tuberculosis

If you had a positive TB skin test, list the date of the skin test conversion: _____

Last chest x-ray date: _____ Result: _____

Please note that if you are pregnant or planning pregnancy, please discuss the occupational risks peculiar to your position (such as exposure to communicable diseases, exposure to cleaner/disinfectant fumes, lifting) with your physician.

If you have any conditions which may prevent you from performing assigned duties satisfactorily, these must be discussed with your employer. All information will be kept confidential.

The information on this health evaluation is complete and accurate to the best of my knowledge. I hereby certify that I am free of any physical, mental, or emotional condition, which would be detrimental to the well-being of children in my care.

Provider/Staff Signature

Date

**SAMPLE
SPECIAL CARE PLAN**

Facility Name: _____

Facility Address: _____

Child's Name: _____

Date of Birth: _____ Times and Days in Child Care: _____

1. Describe the child's special need during group care: _____

2. Child's present functional level and skills: _____

3. What emergency or unusual episode might arise while the child is in care? How should the situation be handled? _____

4. Accommodation which the facility must provide for this child: _____

a) Are there particular instructions for sleeping, toileting, diapering, or feeding? _____

b) Will the child require medication while in care? If so, attach the physician's instructions for use of the child's medication. _____

c) Are special emergency and/or medical procedures required? If so, what procedures are required? _____

d) What special training, if any, must staff have to provide that care? _____

e) Are special materials/equipment needed? _____

5. Other specialists working with the child (e.g., occupational therapist, physical therapist): _____

Primary Case Manager: _____ Phone: _____

Address: _____

On-site child care facility case manager: _____ Phone: _____

**SAMPLE
SYMPTOM OR DAILY HEALTH CHECK RECORD**

Child's Name: _____

Date: _____ Symptom: _____

When symptom began, how long it lasted, how severe, how often? _____

Any change in child's behavior? _____

Child's temperature: _____ Time taken: _____ (Circle: axillary (armpit), or ear canal)

How much and what type of food and fluid did the child take in the past 12 hours? _____

How many and how typical/normal was urine and bowel movement in the past 12 hours? _____

Circle or write in other symptoms:

runny nose	sore throat	cough	vomiting	diarrhea	wheezing
trouble breathing	stiff neck	rash	trouble urinating	pain	
itching	trouble sleeping	earache	headache	Stomach ache	

Other symptoms: _____

Exposure to medications, animals, insects, soaps, new foods: _____

Exposure to other people who were sick; who and what sickness? _____

Child's other problems that might affect this illness: (asthma, anemia, diabetes, allergy, emotional trauma)

What has been done so far? _____

Health provider's advice for this illness: _____

Name of person completing this form: _____

⁵Childrens Justice Center State Resources & Contacts

Attorney General's Office

Children's Justice Division
236 State Capitol Bldg.
Phone: 801-538-1941
Fax: 801-538-1699

Craig L. Barlow, Assistant Attorney General
Brenda George, CJC Program Administrator
Joan Hellstrom, CJC Development Coordinator
Gerri Sheffield, CJC Advisory Board Secretary

Children's Justice Centers

Salt Lake County CJC Avenues	Susanne Mitchell, Director 257 11th Avenue Salt Lake City UT 84103	Phone: (801) 355-0781 Fax: (801) 355-3578
Salt Lake County CJC South Valley Center	8282 South 2200 West West Jordan UT 84088	Phone: (801) 566-3868 Fax: (801) 566-6261
	Don Bell, Advisory Board Chair	Phone: (801) 799-3420
Weber/Morgan County CJC	Anne Freimuth, Director 2408 Van Buren Avenue Ogden UT 84401	Phone: (801) 393-5710 Fax: (801) 393-6128
	Linda Carver, Adv. Board Chair	Phone: (801) 476-7673
Utah County CJC	Laura Blanchard, Director 315 South 100 East Provo UT 84606	Phone: (801) 370-8554 Fax: (801) 370-8518
	John Moody, Advisory Board Chair	Phone: (801) 344-8576
Carbon County CJC	Terry Willis, Director Child Justice & Family Support Cntr. 108 North 300 East Price UT 84501	Phone: (435) 637-0268 Fax: (435) 637-8492
Emery County CJC	495 North 400 West Castle Dale UT 84513	Phone: (435) 381-2351 Fax: No Fax
	Kyle Kulow, Adv. Board Chair	Phone: (435) 636-3251

⁵ List current as of June 17, 2002

Tooele County CJC	Carolyn Jensen, Director 53 East 100 South Tooele UT 84074	Phone: (435) 843-1161 Fax: (435) 843-0050
	Doug Ahlstrom, Adv. Board Chair	Phone: (435) 882-9125
Washington County CJC	Patricia Sheffield, Director 441 East 500 South St. George UT 84770	Phone: (435) 634-1134 Fax: (435) 673-1785
	Mike Empey, Advisory Board Chair	
Davis County CJC	Doug Miller, Director 125 South Main St., P. O. Box 618 Farmington UT 84025	Phone: (435) 879-2050 Phone: (801) 451-3560 Fax: (801) 451-3555
	Carol Page, Advisory Board Chair	Phone: (801) 451-3200
Duchesne County CJC	John Gardner, Director 136 Jane Thompson Boulevard Roosevelt UT 84066	Phone: (435) 722-5164 Fax: (435) 722-3918
	Jane Thompson, Advisory Board Chair	Phone: (435) 722-4737
Uintah/Daggett County CJC	John Gardner, Director 84 North 200 West Vernal UT 84078	Phone: (435) 781-0105 Fax: (435) 781-6573
	Ed Peterson, Advisory Board Chair	Phone: (435) 722-6546
Grand County CJC	Katie Watkins, Director 180 South 300 East Moab UT 84532	Phone: (435) 259-3680 Fax: (435) 259-3057
	Donna Metzler, Advisory Board Chair	Phone: (435) 259-5121
Cache County CJC	Bill Burnard, Director 1362 North 400 West Logan UT 84341	Phone: (435) 753-7017 Fax: (435) 753-2170
	Sue Hoffman, Advisory Board Chair	Phone: (435) 752-8880

**Wasatch/Summit
County CJC**

Cheryl Danni, Director
765 South Main Street, P O Box 524
Heber City UT 84032

Phone: (435) 657-1000
Fax: (435) 654-3963

Mary Noonan, Advisory Board Chair

Phone: (801) 812-5200

Sevier County CJC

Emerging Children's Justice Centers

Heather Ogden
Community Services Mgr., DCFS
201 East 500 North
Richfield UT 84701

Phone: (435) 896-1258
Fax: (435) 896-1260

Iron County CJC

Scott Sorensen
Program Coordinator, Univ. of Utah
351 West Center, Centrum 213K
Cedar City, Utah 84720

Phone: (435) 586-1938
Fax: (435) 865-8322



TWO CHILDREN'S PRODUCTS ARE RECALLED EVERY WEEK . . .

WHAT CAN I DO TO PROTECT THE CHILDREN I CARE FOR FROM DANGEROUS PRODUCTS?

1. LEARN ABOUT THE PROBLEM

Did you know that too often manufacturers do not test their children's products adequately? Did you know the government almost never oversees testing of children's products?

- Read It's No Accident: How Corporations Sell Dangerous Baby Products by E. Marla Felcher (Common Courage Press, 2001).
 - Visit www.KidsInDanger.org periodically for updated information.
 - Share this lifesaving information with other child care providers and parents: help them learn about the problem with children's product safety.
-

2. DO A PRODUCT INVENTORY

The only way to be certain that you are not using a recalled product is to check for yourself and to do so periodically.

- Do an inventory of the items used by the children under your supervision.
 - Check on *most children's products* by contacting the U.S. Consumer Product Safety Commission (1-800-638-2772; www.cpsc.gov); for *car seats* contact the U.S. National Highway Traffic Safety Administration (1-800-424-9393; www.nhtsa.gov); and for *foods and medicines* contact the U.S. Food and Drug Administration (1-800-332-4010; www.fda.gov).
-

3. KEEP UP WITH FUTURE RECALLS

A new crib, high chair or infant carrier that you buy today could be recalled tomorrow.

- Receive future news releases by email or FAX. Get on CPSC's list server by sending an email message to: listproc@cpsc.gov and enter: join CPSCINFO-L in the message area. To get news releases by FAX, provide your name and FAX number by faxing a message to the CPSC, their FAX number is: 301-504-0399.
-

**Kids In Danger is a nonprofit organization dedicated to protecting children by improving children's product safety. For more information, please contact us at 116 W. Illinois Street, Suite 5E, Chicago, IL 60610-4532
Tel 312 595 0649; Fax 312 595 0939; email@KidsInDanger.org**
